

ADMINISTRATIVE GUIDELINES

FOR

APPLICATIONS & CONTRACTS



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Introduction

Mission Statement:

“To reduce the number and severity of deaths, injuries and property damage caused by traffic crashes, and to promote good traffic safety habits in Missouri.”

Background and Funding Source

The Federal Highway Safety Act of 1966 was enacted to address a national highway safety emergency caused by the large number of vehicle-related fatalities. Section 402 of the 1966 Act created the State and Community Highway Safety Grant program that is administered by the U.S. Department of Transportation, National Highway Traffic Safety Administration (NHTSA).

Since 1966, many amendments have been made to the Federal Highway Safety Act that have added additional requirements for states to qualify for Section 402 funding. Each state is required to submit a Highway Safety Plan (HSP) to NHTSA and Federal Highway Administration (FHWA) prior to receipt of a Section 402 award. Keeping in mind the national priorities and traffic safety problems identified in the State of Missouri, this plan encompasses enforcement, education and engineering strategies and supporting expenditures designed to reduce traffic crashes and resulting injuries and deaths.

In addition to Section 402 funding, Highway Safety may administer short-term “incentive” grants that are earmarked for countermeasure programs, (e.g. occupant protection, alcohol, etc.). States must meet specific programmatic criteria in order to qualify to receive incentive grants. An application and plan must be submitted and approved by NHTSA to receive an incentive grant award. The state Highway Safety agency is also designated to administer Section 164 and 154 transfer funds and any other sanctioned funds as designated by Congress.

Availability of Funds

All Highway Safety program funding is dependent upon federal year-to-year appropriations.

Application Process

General Funding Requirements and Limitations

Highway Safety funds are to be used to develop and promote innovative countermeasure programs that are designed to produce the maximum measurable reduction in fatalities and injuries resulting from motor vehicle crashes. Priority will be given to programs that parallel Highway Safety mission and contain all elements necessary to insure success.

Eligible Programs

The following program areas have been identified as priority areas, which warrant attention. Applications will be accepted and reviewed for programs that incorporate education, enforcement and/or engineering efforts to address the following:

- Police Traffic Services (*enforcement of all Hazardous Moving Violations and training opportunities*)
- Aggressive Driving
- Alcohol Impairment
- Youth Alcohol Prevention
- Occupant Protection
- Traffic Records
- Speed Involvement
- Engineering Services

Eligible Applicants

Highway Safety makes funds available through an application process and administers contracts to state and local units of government and universities to implement traffic safety countermeasures in accordance with the Highway Safety Plan. Other organizations may be eligible for funding through the competitive bid process. Agencies must have fiscal authority to enter into binding contracts for their jurisdictions. Applications must be reviewed and signed by the Authorizing Official (City - Mayor/City Administrator, County - Commissioner/Administrator, State - Department/Division Director, University - Grants Administrator Business Manager)

Submission

All proposals should be submitted on a standard Highway Safety Application via the Highway Safety website, www.modot.mo.gov/safety/ and are due no later than June 1.

Application Components

A. Problem Identification: Problem ID should very clearly indicate:

- What is the Problem?
- Where is the problem occurring?
- When is the problem occurring?
- Who and/or what is causing the problem?

It should not explain what you plan to do to solve the problem. Use this section to also provide any background information—relative to traffic safety—about your community, agency, demographics, how the problem got started, etc.

B. Project Description: Explain how your agency will solve the problem that was stated in the Problem Identification:

- Who is going to do what?
- How is it going to be accomplished?
- What resources (people, equipment, etc.) will be required?
- When will it be completed?

You must include measurable goals and the objectives (steps you will take to reach your goals).

C. Evaluation: State how your agency will evaluate the success of the proposed project. In addition to the agency evaluation, the Highway Safety Division will administratively evaluate the proposed project. Evaluation will be based, at a minimum, upon the following:

1. Law enforcement compliance with state UCR, Racial Profiling, and STARS reporting requirements (law enforcement contracts only)
2. Timely submission of monthly reimbursement vouchers and appropriate documentation to support reimbursement for expenditures (i.e., personal services, equipment, materials)
3. Timely submission of periodic reports (i.e., monthly, quarterly, semi-annual) as required within the contract or by Highway Safety Project Coordinator
4. Timely submission of the Year End Report of activity
5. Attaining the Goals set forth in this contract
 - Enforcement activities (planned activities compared with actual activities)
 - Programs (number and success of programs held compared to planned programs, evaluation if available)
 - Training (actual vs. anticipated enrollment, student evaluations of the class, students test scores on course examinations, location of classes, class cancellation information)
 - Equipment purchases (timely purchase of equipment utilized to support and enhance the traffic safety effort; documentation equipment use and frequency of use)
 - Public awareness activities (media releases, promotional events, incentive items or educational materials produced or purchased)
 - Other (any other information or material that supports the Objectives)

Evaluation results will be used by Highway Safety to determine:

- The success of this type of activity in general and the funded project specifically;
- Whether similar activities should be supported in the future; and
- Whether Sub-Grantee/Contractor will receive funding for future projects.

Note: Evaluation and requests to fund future projects will not be based solely on attaining goals and/or objectives if satisfactory justification is provided.

- D. Budget:** A detailed budget must be submitted. Budget items should be directly tied to your goals and objectives. Items that will be purchased with matching funds should also be shown. Only expenditures to be incurred within the funding cycle are eligible to be included within the budget.
- E. Report of Additional Funding Sources:** Identify any programs for which your agency is currently receiving state or federal funding assistance (i.e., HIDTA, HUD, COPS, DPS, etc.)

Contract Guidelines

Relationship

The relationship of the Sub-Grantee/Contractor to Highway Safety shall be that of an independent contractor, not that of a joint enterpriser. The Sub-Grantee/Contractor shall have no authority to bind Highway Safety for any obligation or expense without the express prior written approval of Highway Safety.

General Requirements

All contracts awarded will be required to follow:

1. OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments)
2. OMB A-21 (Cost Principles for Institutions of Higher Education)
3. OMB A-133 (Audit of State/Local Governments & Nonprofit Organizations)
4. Department of Transportation Common Rule 49 CFR Part 18 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State & Local Governments)
5. Department of Transportation 49 CFR Part 19 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations)

Statutory Requirements

- A. Compliance:** The Sub-Grantee/Contractor agency must comply with the following Statutes or Rules:
1. Peace Officer Standards and Training (P.O.S.T.) Certification--RSMo 590-100 through 590-180--Department of Public Safety certification of peace officers
 2. Statewide Traffic Accident Reporting (STARS)--RSMo 43.250--Law enforcement agency to file accident report with Missouri State Highway Patrol
 3. Nondiscrimination--CFR Chapter 50--Prohibits discrimination on the basis of race, color, religion, sex or national origin including DBE and Segregated Facilities (meets or exceeds federal requirement).
 4. Uniform Crime Reporting RSMo 43.505—Crime incident reports shall be submitted to DPS on forms or in format prescribed by DPS
 5. Racial Profiling RSMo 590.650—Law enforcement agency to file a report to the Attorney General each calendar year
- B. Enactment and Enforcement:** Agencies are encouraged to adopt, if possible, local ordinances as follows:
1. Model Traffic Ordinance--RSMo 300.00-- Rules governing traffic administration and regulation
 2. Child Restraints--RSMo 210.104--Passenger restraint system required for children under four (Primary Offense)
 3. Seat Belts--RSMo 307.178-- Seat belts required for passenger cars (major modifications to state statute in 1997)
 4. Open Container--Prohibits possessing an open container of alcoholic beverage in a motor vehicle.

Non-Supplanting of Funds

Federal funds cannot be used to supplant state or local funds. These funds are to be used to increase the amount of funds that would, in the absence of federal funds, be budgeted by the applicant agency for purposes approved in the contract.

Project Period

The Highway Safety awards contracts based on a 12-month period. Agencies that have received funding in the past must submit a new application each year to be considered for continued funding.

1. Contracts will generally be written within the federal fiscal year—October 1 through September 30. Applications or requests for highway safety project funding can be submitted at any time; however, to be considered by the beginning of the fiscal year (October 1), proposals must be submitted in the form of an application by **June 1** of each year. Only the Director of the Highway Safety has the authority to approve applications received after the June 1 deadline date.
2. **All projects are funded under the seed money concept and eventually should become self-sufficient.**
3. **Projects will be reviewed on a year-to-year basis and normally will not be funded for more than three years.** *Project length requirements do not apply to planning and administration, program management, congressionally earmarked projects, and training projects that support the Highway Safety Plan.* Highway Safety will fund projects according to the following scale:

| | Federal Share | Local Match |
|---------------------|----------------------|--------------------|
| First Year: | 100% | |
| Second Year: | 70% - 100% | 0% - 30% |
| Third Year: | 50% - 100% | 0% - 50% |

4. In the event that a project shows great effectiveness, it can be considered for funding an additional fourth and fifth year. If approved for fourth and fifth year funding, match requirement will be 50% federal and 50% local.

Matching Funds – Basic rule: Cash and in-kind contributions are acceptable. Under “**Total Cost**” accounting principles, matching contributions should be included in the contract operating budget and reported along with federal share of contract. Local project match must be spent within the contract period.

Cash Match – Allowable/approved contract costs incurred by the Sub-Grantee/Contractor and paid for by local funding sources.

In-Kind donations – The value of third party in-kind contributions applicable to the period to which the cost sharing or matching requirements apply. These may include items such as volunteer time, equipment, supplies, real property, etc. *Volunteer time approved as match should be reported and documentation must be kept (name, dates, time logs, and specific activity and approving signature). An hourly value for volunteer time will be approved by Highway Safety (e.g. \$10.00 per hour value).*

Contract Conditions

The Contract Conditions outline important requirements of the contract. By signing, the agency agrees to comply with these requirements. Failure to comply with any of the contract conditions could result in the termination of the contract.

Termination of Contract

If, through any cause, the Sub-Grantee/Contractor shall fail to fulfill in timely and proper manner its obligation under this contract, or if the Sub-Grantee/Contractor shall violate any of the covenants, agreements or stipulations of this contract, the Highway Safety shall thereupon have the right to terminate a contract and withhold further payment of any kind by giving written notice to the Sub-Grantee/Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before such date. Highway Safety shall be the sole arbitrator of whether the Sub-Grantee/Contractor or its subcontractor is performing its work in a proper manner with reference to the quality of work performed by the Sub-Grantee/Contractor or its subcontractor under the provisions of the contract. The Sub-Grantee/Contractor and Highway Safety further agree that either party may terminate the contract by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before such date.

Recouping Federal Funds and/or Equipment

In the event that a contract is terminated, either by Highway Safety or at the request of the Sub-Grantee/Contractor, and it becomes necessary to recover funds and/or equipment from the project and/or Sub-Grantee/Contractor, the following procedures should be followed:

- The Highway Safety Project Coordinator shall inform the Director of Highway Safety, the Highway Safety claims auditor, procurement officer and all other affected parties.
- Pending the approval of the Director of Highway Safety, the Sub-Grantee/Contractor will be notified in writing of what equipment and/or funds must be returned to Highway Safety with a specified deadline for the return.
- In the event equipment and/or funds are not returned to Highway Safety as requested, upon approval of the Highway Safety Director, the state legal counsel should be notified and questioned regarding legal remedies for recovering funds and/or equipment owed to the Highway Safety.
- When a situation involving a Sub-Grantee/Contractor and the possible misuse of funds and/or equipment may lead to legal action, the Highway Safety Project Coordinator, after seeking approval of the Director, shall:
 1. Contact the state legal counsel at the earliest possible opportunity and report the facts as known;
 2. Obtain names and addresses of Sub-Grantee/Contractor and Sub-Grantee coordinators; and
 3. Keep detailed written records of the dispute, contacts made, and actions taken in order to benefit the state legal counsel in case of litigation.

Criminal Penalties

Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets or property which are the subject of a grant or contract or other form of assistance, whether received directly or indirectly from the Highway Safety Division or the United States Department of Transportation shall be subject to fines and/or imprisonment. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code. Any Highway Safety program or project underwritten, in whole or in part, by any grant or contract or other form of assistance, whether received directly or indirectly from the Highway Safety Division or U.S. Department of Transportation shall be subject to the provisions of Section 371 of Title 18, United States Code.

Unused Project Funds

Funds awarded by the Highway Safety must be used in carrying out the objectives outlined in approved contracts. No funds may be spent on items that do not have prior written approval. Any balance of funds in a contract after approved budget items have been expended will be re-allocated by Highway Safety.

Monitoring of Contracts

Contracts funded under Highway Safety programs will be monitored at least once per year to ensure compliance with program and financial requirements. Monitoring may be performed in on-site visits or by telephone.

Problem Solving

If, during the course of monitoring or at any other time during the contract period, a deficiency or problem with the grant is brought to the attention of the Highway Safety Project Coordinator, the following steps will be taken:

1. The problem will be documented in the Sub-Grantee/Contractor file and brought to the attention of the Highway Safety Director, Project Coordinator, and auditor.
2. Steps to eliminate the problem will be outlined in a written format (including a timeline for completion of each step) and presented to the Sub-Grantee/Contractor.
3. The Highway Safety Project Coordinator will document and closely monitor the progress of each step taken to correct the problem.
4. The Project Coordinator will conduct an on-site follow-up monitoring to determine whether the problem has been solved.

Standards for financial management

A Sub-Grantee/Contractor must expend and account for grant funds in accordance with State laws and procedures for expending and accounting for its own funds. The financial management systems must meet the following standards:

1. Accurate, current and complete disclosure of the financial activities must be made in accordance with grant requirements
2. Sub-Grantees/Contractors must maintain records that adequately identify the source and application of funds (federal dollars or local matching contributions)

for financially assisted activities. These records must contain information pertaining to grant awards, obligations, un-obligated balances, assets, liabilities, expenditures and income.

3. Internal Control: Effective control and accountability must be maintained for all grant, expenditures, equipment and supplies. Sub-Grantees/Contractor must provide safeguards to assure that all expenditures, equipment and supplies are used solely for authorized purposes.
4. Budget Control: Actual expenditures or outlays must be compared with approved budgeted amounts.
5. Source Documentation: Accounting records must be supported by source documentation such as cancelled checks, paid bills, payrolls, time and attendance records, contract award documents, etc.
6. Highway Safety may review the adequacy of the financial management system of any applicant for financial assistance as part of a pre-award review or at any time to or during the contract period.

Payment

Payment under a Highway Safety contract shall be made utilizing the reimbursement method. Reimbursement vouchers will be submitted to Highway Safety with receipts and adequate source documentation to support the amount requested. Vouchers received by Highway Safety after the tenth day of each month cannot be processed until the following month. Final payment is contingent upon receipt of final voucher and supporting documentation no later than 30 days after the closing date of the contract.

NOTE: REIMBURSEMENT VOUCHERS MUST BE SUBMITTED AT LEAST QUARTERLY.

Reporting Requirements

Sub-Grantees/Contractors receiving a contract awarded by Highway Safety must comply with the following reporting requirements:

- Activity reports as stipulated in the contract.
- Annual report as stipulated in the contract.

Program Income

Program income means gross income received by the Sub-Grantee/Contractor directly generated by a grant supported activity during the grant period. Program income may be used to meet the cost sharing or matching requirement of the grant agreement. In which case the amount of the grant remains the same. Program income may also be used to further grant activities.

Conflict of Interest

Personnel and other officials connected with this grant shall adhere to the requirements given below:

1. **Advice:** No official or employee of a state or local unit of government or of a non-governmental entity receiving a Highway Safety grant shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement,

claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.

2. **Appearance:** In the use of these grant funds, officials or employees of state or local units of government and non-governmental Sub-Grantees/Contractors shall avoid any action which might result in, or create the appearance of:
 - Using his or her official position for private gain;
 - Giving preferential treatment to any person;
 - Losing complete independence or impartiality;
 - Making an official decision outside official channels; or
 - Affecting adversely the confidence of the public in the integrity of the government or the program.

Procurement

When procuring property and services under a grant, the Sub-Grantee/Contractor will follow the same policies and procedures it uses for procurements from non-federal funds, which reflect applicable state and local laws and regulations. Sub-Grantees/Contractors must perform a cost analysis with every procurement. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation. In addition:

1. Goods purchased with a cost of \$3,000 or more must be purchased on a competitive bid basis, or purchased through use of state cooperative procurement.
2. Price or rate quotations shall be solicited from at least three (3) qualified sources.
3. All procurement transactions regardless of whether by sealed bids or by negotiation shall be conducted in a manner providing maximum open and free competition.
4. Sub-Grantee/Contractor will ensure that the procurement meets the specifications of their contract or purchase order.
5. Sub-Grantee/Contractor will avoid purchase of unnecessary or duplicative items.
6. Sub-Grantee/Contractor will ensure that purchases do not restrict competition, (i.e. specifying only a brand name product instead of allowing an equal product to be offered, placing unreasonable requirements in bids, organizational conflicts of interest)

Contract Revisions

Contract revisions must be requested in writing. Sub-Grantee/Contractor must obtain ****prior written approval*** from Highway Safety whenever any of the following changes are anticipated:

1. Approval of a cost that was not anticipated at the time of application and award.
2. Any revision that would require transferring funds from one budget category to another without changing the total of the contract amount.
3. Any revision that would result in the need for additional funding.
4. Any program change that would alter the goals and objectives approved in the original contract.

****Prior written approval means documented approval from the Director of Highway Safety.***

Copyrights

The Highway Safety Division reserves a royalty free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Highway Safety purposes:

1. The copyright in any work developed under a grant or contract under a grant; and
2. Any rights of copyright to which a Sub-Grantee/Contractor purchases ownership with grant support.

Maintenance of Records

The Sub-Grantee/Contractor agrees that Highway Safety, NHTSA, FHWA and/or any federal audit agency with jurisdiction over this program, the Auditor of the State of Missouri or any of their duly authorized representatives may have access, for the purpose of audit and examinations, to any books, documents, papers or records maintained by the Sub-Grantee/Contractor pertaining to this contract and further agrees to maintain such books and records for three years after the date of final project disposition.

Cost Limitations And Conditions

The allowable costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in Title 49, Part 18 “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” and OMB Circular No. A-87 “Cost Principles for State, Local and Indian Tribal Governments”. All cost items must be an integral part of an approved highway safety program and be justified accordingly.

The provisions stated in the following sections are not intended to deny flexibility in supporting potential traffic collision and injury reduction activities; however, the conditions do serve as a guide in describing limitations and conditions for costs, and some items that are not allowable for highway safety funding.

A. Personnel

1. Grant funded personnel are to spend 100% of their time in the development, implementation, and evaluation of the activities specified in the approved grant application.
2. Any fringe benefits, holidays, vacation, sick leave or compensatory time must be consistent with the state or local unit of government for which the contract is written.
3. Overtime for traffic enforcement projects can be allowed for full-time certified peace officers only. No overtime can be allowed for reserve or part-time officers.

B. Equipment

Equipment is defined as tangible, non-expendable, personal property having a *useful life of more than one year or an acquisition cost of \$5,000 or more per unit.*

Grantee/Contractor must justify that any equipment requested in a contract is reasonable and necessary to the success of the proposed program.

Costs for major equipment purchases must be part of a comprehensive program, must be utilized for highway safety purposes and **are allowable only through specific prior approval of the federal grantor agency.**

Replacement: No equipment may be funded on a replacement basis. Participation in equipment and manpower projects must be in addition to the Sub-Grantee's/Contractor's previous twelve months authorized strength.

Title: Subject to the obligations and conditions set forth in 49 CFR Part 18 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the Sub-Grantee/Contractor. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$5,000 per unit.

Use: Equipment must be used for traffic safety activities, whether or not the program or project continues to be supported by federal funds.

Disposition: When equipment acquired under a grant is no longer needed for the original project or program, disposition of the equipment will be made as follows:

1. The Sub-Grantee/Contractor shall request, in writing, disposition instructions from Highway Safety prior to actual disposition of the property.
2. Theft, destruction, or loss of property shall be reported to Highway Safety immediately.

C. Materials

Definition: All tangible personal property other than "equipment" as defined above

Title: Title to supplies acquired under a grant will vest in the Sub-Grantee/Contractor

Production and Development: Any items developed under this contract must be submitted to Highway Safety for approval prior to print and distribution. Any items produced with federal funds, in whole or in part, must state that the Highway Safety Division provided funding and this recognition must be clearly printed on the item. Examples may include but are not limited to: print materials, incentive items, audio/video productions, and training aids such as curricula or workbooks. Copies of all final products are to be provided to Highway Safety. Highway Safety has the right to reproduce and distribute materials as deemed appropriate.

D. Travel costs

Must comply with the agency's regulations. In the absence of local regulations, travel costs must not exceed the rate set by state regulation.

The cost of international travel is not allowable, except as separately approved by Highway Safety. The Highway Safety Division must approve all requests for out-of-state travel in writing and in advance unless the specific travel destination has been previously approved and is specifically listed in the "Travel" section of the approved application budget.

E. Contractual Agreements

The Sub-Grantee/Contractor must receive approval of all contract agreements for services and products from the Highway Safety prior to execution. The contract will require review and approval by appropriate staff. Every contract will identify by name all researchers, agents or vendors providing the service or product stipulated. If written approval of the contract is given, an executed copy of the contract must be submitted to the Highway Safety prior to payment.

In addition to the above requirements, consultant contractors (both individual and consulting firm) will be required to file quarterly progress and fiscal reports. Such reports will include an accounting of all financial transactions completed during the reporting period as well as a description of the actual services provided. Final progress and fiscal reports will be required within 30 days after completion of the contract. The final fiscal report must contain a complete accounting of financial transactions for the entire contract period. The final progress report must provide a specific statement as to the total services or products provided under the terms of the contract.

Billings for consultants who are individuals must include at a minimum:

- a. Description of services
- b. Dates of services
- c. Number of hours services performed
- d. Rate charged for services
- e. Total cost of services

Individual consultant costs must be within prevailing rates.

F. Non-Allowable Costs

There may be items not listed below that cannot be approved for purchase, depending upon the proposed program. The Highway Safety Division reserves the right to disallow the purchase of any item.

- The cost of land is not allowable.
- The cost of construction or reconstruction of driving ranges, towers and skid pads is not allowable.
- The cost of construction, rehabilitation, remodeling, or office furnishings and fixtures for state, local, or private buildings or structures is not allowable.

| | | | |
|----------|-------------|--------------------|----------------|
| Desk | Coat Rack | Floor Covering | Picture/Clock |
| Chair | Credenza | Storage Cabinet | Draperies |
| Table | Book Case | Portable Partition | Fixed Lighting |
| Shelving | Filing Cab. | Office Planter | Lamp |

- The cost for lobbying is not allowable.

- Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable, regardless of the purpose for which the funds will be used.
- Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation and gratuities) are unallowable.
- Contributions and donations, including cash, property, and services by governmental units to others, regardless of the recipient are unallowable.
- Costs of alcoholic beverages are unallowable.
- The cost of weapons and ammunition are not allowable.



**HIGHWAY SAFETY DIVISION
GENERAL GRANT APPLICATION PROCEDURES**

Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

Highway Safety Grant Application Form

- **Agency Information**
Fill in each field.
- **Project Activities**
Select one project activity from the list. If the project activity is not listed, select "Other" from the list and briefly describe the activity.
- **Authorizing Official Signature & Title**
The application must be reviewed and signed by the Authorized Official (e.g., City-Mayor/City Administrator; County-Commissioner/Administrator; State-Department/Division Director; University-Grants Administrator/Business Manager)
- **Regardless of how your agency submits an application, a signed hard copy of the entire Grant Application must be mailed to:**
Highway Safety Division
PO Box 270
Jefferson City, MO 65102

Problem Identification Form

- Submit information concerning your jurisdiction's overall problems relevant to your problem identification and project description.

Project Description Form

- **Who** is going to do what?
- **How** is it going to be accomplished?
- **What resources** (people, equipment, etc.) will be required?
- **When** will it be completed?
- You must include measurable goals and the objectives (steps) you will take to reach your goals.

Evaluation Form - State how your agency will evaluate the success of this project.

Budget Proposal Form - Complete the budget form for the program area for which funding is requested. To complete the budget form, fill in the manpower, equipment or other items, including the costs.

Submission Requirement

Submit the completed Application to the Highway Safety Division **postmarked or hand-delivered on or before June 1.**



**Highway Safety
General Grant Application
October 1, 2005 through September 30, 2006**
(Application due by June 1)

Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

Agency: _____ Agency ORI#: _____

Address: _____ Federal Tax ID#: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Fax: _____

Contact Person: _____ Email: _____

Jurisdiction: -Please Select- Jurisdiction Population: _____

Targeted Population: _____

(i.e. Speeders, Aggressive Drivers, Young Drivers)

Select a project activity for which your agency is requesting funding.

-Please Select-

If Other, please briefly describe:

Authorizing Official

Authorizing Official Signature

Title of Authorizing Official

PROBLEM IDENTIFICATION

Your Problem ID *should* very clearly indicate: *What* is the Problem? *Where* is the problem occurring? *When* is the problem occurring? *Who* and/or *What* is causing the problem? It should not explain what you plan to do to solve the problem. Use this section to also provide any *background information*—relative to traffic safety—about your community, agency, demographics, how the problem got started, etc.

PROJECT DESCRIPTION

Explain how your agency will solve the problem that was stated in the Problem Identification: *Who* is going to do *What*? *How* is it going to be accomplished? *What* resources (people, equipment, etc.) will be required? *When* will it be completed? You must include measurable goals and the objectives (steps) you will take to reach your goals.

EVALUATION

State how your agency will evaluate the success of this project.

In addition to the agency evaluation, the Missouri Highways and Transportation Commission (MHTC) will administratively evaluate this project. Evaluation will be based, at a minimum, upon the following:

1. Law enforcement compliance with state UCR, Racial Profiling, and STARS reporting requirements
(law enforcement contracts only)
2. Timely submission of monthly reimbursement vouchers and appropriate documentation to support reimbursement for expenditures (i.e., personal services, equipment, materials)
3. Timely submission of periodic reports (i.e., monthly, quarterly, semi-annual) as required
4. Timely submission of the Year End Report of activity
(due within 30 days after contract completion date)
5. Attaining the Goals set forth in this contract*
6. Accomplishing the Objectives* established to meet the project Goals, such as:
 - Enforcement activities (planned activities compared with actual activities)
 - Programs (number and success of programs held compared to planned programs, evaluations if available)
 - Training (actual vs. anticipated enrollment, student evaluations of the class, student test scores on course examinations, location of classes, class cancellation information)
 - Equipment purchases (timely purchase of equipment utilized to support and enhance the traffic safety effort; documentation equipment use and frequency of use)
 - Public awareness activities (media releases, promotional events, incentive items or educational materials produced or purchased)
 - Other (any other information or material that supports the Objectives)

Evaluation results will be used to determine:

- The success of this type of activity in general and this particular project specifically;
- Whether similar activities should be supported in the future; and
- Whether grantee will receive funding for future projects.

*Evaluation and requests to fund future projects will not be based solely on attaining Goals and/or Objectives if satisfactory justification is provided.

BUDGET PROPOSAL

Budget – A detailed budget must be submitted. Budget items should be directly tied to your goals and objectives. Items that will be purchased with matching funds should also be shown.

[illegible]

BUDGET PROPOSAL - **CONTINUED**

| Budget Line Item Detail (i.e. Overtime Hours, Radar Units) | Quantity | Unit Cost | Total Per Line Item | Matching Funds | Federal Funds Requested |
|--|----------|-----------|------------------------|-------------------|----------------------------|
| | | | \$0.00 | | |
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| | | | \$0.00 | | |
| | | | \$0.00 | | |
| TOTAL | | | \$0.00 | \$0.00 | \$0.00 |

Report of Additional Funding Sources

Please identify any programs for which your Agency is currently receiving State or Federal funding assistance (i.e., HIDTA, HUD, COPS, DPS, etc.):

| Program | Amount | Contract Begins | Contract Ends |
|---------|--------|-----------------|---------------|
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